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ABSTRACT

This document presents the first statewide master plan for Nevada literacy, called Nevada Literacy 2000, as developed by the Literacy Coalition Advisory Council. It begins with the mission statement of the council. These 11 goals with concomitant objectives are then presented: needs assessment, Nevada Literacy Coalition, adult basic education, student capacity, expanded program access, training for literacy providers, public information, coordination and cooperation, workplace literacy, family literacy, and institutional literacy. The action plan follows. For each objective, a chart lists two to five actions. For each action, the chart designates Office of Primary Responsibility (lead agency), Office of Collateral Responsibility (secondary agency), and date by which the action should be taken. A glossary of abbreviations is appended. (YLB)

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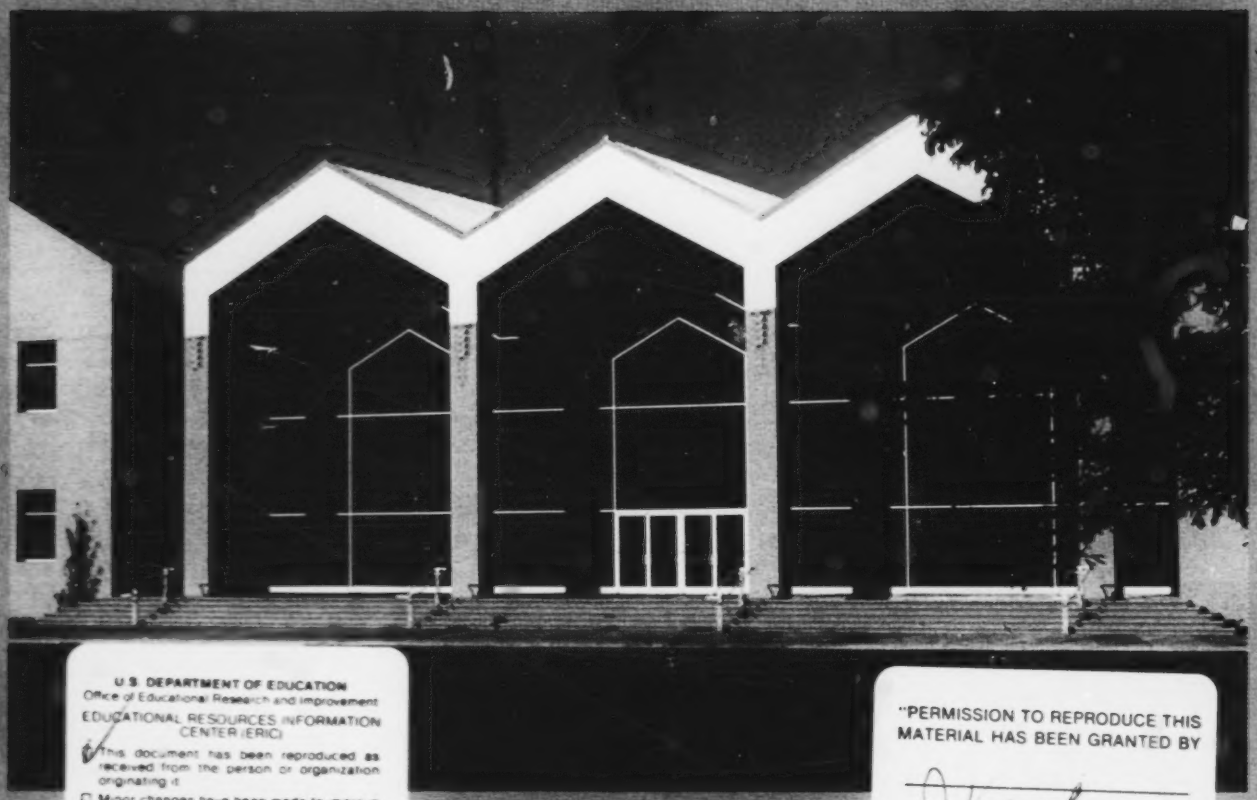
NEVADA LITERACY 2000



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NEVADA LITERACY 2000

Prepared by:

Governor's Literacy Coalition Advisory Council
Nevada State Library and Archives
Nevada Department of Education
September, 1992

Preface

February 4, 1992

The Governor's Literacy Coalition Advisory Council established by Executive Order of Governor Bob Miller in 1988 consists of twenty-five members representing state agencies who expend state or federal funds for adult literacy programming; schools; community colleges; universities; business; labor and non-profit organizations which provide adult literacy programs. It is the duty of the Advisory Council to:

1. Examine and make recommendations regarding the programs for literacy in this State, and
2. Establish a plan for coordinating programs and activities and for promoting and increasing literacy in the State.

The Council has developed a plan in cooperation with the national plan for education America 2000 and the state plan Nevada 2000.

The Governor's Literacy Coalition Advisory Council is happy to present the first statewide masterplan for Nevada literacy. We call the plan Nevada Literacy 2000 as a reflection of our support for the National Goals for Education as outlined in America 2000. Goals 1 and 5 relate directly to the literacy plan.

Goal 1: Readiness for School
By the year 2000, all children in America will start school ready to learn.

Objectives:

* Every parent in America will be a child's first teacher and devote time each day helping his or her preschool child learn; parents will have access to the training and support they need.

Goal 5: Nevada Literacy and Lifelong Learning

By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.

Objectives:

* Every major American business will be involved in strengthening the connection between education and work.

* All workers will have the opportunity to acquire the knowledge and skills, from basic to highly technical, needed to adapt to emerging new technologies, work methods, and markets through public and private educational, vocational, technical, workplace, or other programs.

* The number of quality programs, including those at libraries, that are designed to serve more effectively the needs of the growing number of part-time and mid-career students will increase substantially.

* The proportion of those qualified students, especially minorities, who enter college; who complete at least two years; and who complete their degree programs will increase substantially.

* The proportion of college graduates who demonstrate an advanced ability to think critically, communicate effectively, and solve problems will increase substantially.

Mission Statement

It is the mission of the Governor's Literacy Coalition Advisory Council to provide coordination, evaluation and promotion of programs and activities to successfully reach our goal of a literate adult society by the year 2000.

GOALS

OBJECTIVES

1

Needs Assessment

Document the need of adult Nevadans for literacy instruction through a comprehensive assessment.

Adopt a statewide definition of Nevada literacy for all funding purposes.

Contract with a well-recognized consultant to conduct a needs assessment study.

Identify agencies to cooperate in the design and funding of this study.

2

Nevada Literacy Coalition

Strengthen the ability of the Nevada Literacy Coalition to coordinate activities of all community based organizations (CBO's) who provide volunteer literacy services.

Obtain statutory status for Governor's Literacy Coalition Advisory Council and Nevada Literacy Coalition.

Provide personal multi-lingual assistance to persons calling the statewide toll-free line.

Provide a full-time literacy specialist position for training affiliates.

Increase number of Literacy Coalition affiliates to include all literacy providers.

Develop a plan for paying coordinating staff of many community based organizations, with public or private funds.

GOALS

3

Adult Basic Education

Increase support of adult basic education programs.

OBJECTIVES

Obtain additional state funding for regrant to community colleges and community based organizations.

Increase staff support to meet demand for services at Nevada Department of Education for Adult Basic Education (ABE) programs.

Coordinate efforts with the Nevada Adult Education Association to increase support for Adult Basic Education.

Identify additional funding sources and assist eligible groups to apply, including provision of grant writing workshops.

4

Student Capacity

Increase capacity of all programs statewide to provide instruction to at least an additional 10% increase in students per year.

Tie into existing networks to identify at-risk families and potential adult learners.

Increase the number of students served annually in volunteer programs by 25% Increase the number of new tutors and literacy volunteers per year by 10% and encourage non-native English speakers to become tutors.

Increase capacity of ABE classes offered by educational institutions.

GOALS

OBJECTIVES

5

Expanded Program Access

Expand access to literacy services statewide through independent learning opportunities.

Provide literacy self-instruction collections and computer programs in all Nevada public libraries.

Provide literacy training through television and distance learning.

Develop literacy resource centers with print and non-print media including computer learning laboratories.

6

Training

Provide regular training opportunities for all literacy providers.

Provide first-time and continued training for literacy providers at least once a year.

Sponsor two statewide and three regional training conferences per year.

Provide staff development through onsite consultations.

Implement certification requirement for tutors.

Develop a directory of trainers including retired and active teachers available to provide tutor training.

GOALS

OBJECTIVES

7

Public Information

Create awareness of literacy programs and services available throughout Nevada.

Publish regularly updated statewide directory of literacy programs and services.

Work with public relations groups statewide to promote Nevada's literacy efforts.

Increase visibility and name recognition of Nevada Literacy Coalition and local program affiliates.

Develop a speakers' bureau to inform service organizations, business and communities of literacy needs.

8

Coordination and Cooperation

Tie all existing and future programs into a common cooperative network.

Establish standard student performance indicators.

Develop a centralized database of statistical data.

Develop student portfolios.

Facilitate interagency cooperation, collaboration and coordination of resources.

Develop plans with students for their continued education and employment opportunities.

GOALS

9

Workplace Literacy

Provide assistance to Nevada business and industry to develop workplace literacy programs.

OBJECTIVES

Identify and define the different types of literacy supported in the workplace.

Develop grant proposals for funding to develop workplace literacy programs.

Refer business and industry clients to public or private contractors as necessary.

Coordinate the activities of state and local workforce agencies through client referral to improve the quality of Nevada's labor force.

Support the business efforts to strengthen the connection between education and work.

Increase number of literacy-based groups in the workplace by 10 per year.

10

Family Literacy

Promote intergenerational literacy programs statewide.

OBJECTIVES

Adopt a statewide definition of family literacy.

Develop programs to train and support parents to become effective "first teachers" for their children.

Expand pre-school reading programs in cooperation with public libraries and community pre-schools.

Establish or expand ten new family literacy programs per year.

11

Institutional Literacy

Provide assistance to Nevada Institutions to develop literacy programs.

Develop an expanded definition of institutions for funding purposes.

Identify funding sources and encourage eligible groups to apply for grants and to provide literacy services.

Coordinate programs funded for prisons throulgh the National Literacy Act.

GOAL 1 NEEDS ASSESSMENT

OBJECTIVE 1: Adopt a statewide definition of adult literacy for all funding purposes.

ACTION	WHO	BY WHEN
1. Define literacy to indicate the required proficiency levels and ability to function within the workforce of the State of Nevada, using the National Literacy Act.	OPR: GLCAC OCR: NLC	1994
2. Investigate other federal literacy legislation to ensure compliance with existing federal directives and to identify other potential sources of funding.	OPR: GLCAC OCR: NDE; NSLA	1994
3. Ensure latitude in defining literacy to accommodate a changing demographic makeup and modifications in the state educational systems capabilities.	OPR: GLCAC OCR: NLC	1994
4. Conduct a review of the literacy definition every two years to ensure that the definition meets state educational and literacy goals.	OPR: GLCAC OCR: NLC	Biennial

GOAL 1 NEEDS ASSESSMENT

OBJECTIVE 2: Contract with a well-recognized consultant to conduct a needs assessment study.

ACTION	WHO	BY WHEN
1. Identify elements and scope of study.	OPR: GLAC OCR: NSLA; NDE	1994
2. Write a clear and concise Statement of Work to define the study parameters, limitations and end goals.	OPR: NDE OCR: NSLA; SJTO; Human Resources; UCCSN	1994
3. Explore funding of study from joint budget sources including any federal funding sources.	OPR: GLCAC, Legislation OCR: NSLA; NDE	1994
4. Collect and review any existing studies of applicable statistics, policies, goals or results.	OPR: NDE OCR: NSLA; UNLV; UNR	1994
5. Advertise, select, and contract consultant to perform study and produce report within established time parameters.	OPR: NDE OCR: NSLA; UNLV; UNR	1994

GOAL 1 NEEDS ASSESSMENT

OBJECTIVE 3: Identify agencies to cooperate in the design and funding of this study.

ACTION	WHO	BY WHEN
1. Review the goals/objectives of agencies and develop a list of potential agencies to participate in the design and funding of the study.	OPR: GLCAC, Legislation OCR: NLC; ABE	1994
2. Review existing studies done by other state agencies for possible application to the needs assessment study.	OPR: GLCAC, Legislation OCR: NLC; ABE	1994
3. Contact agencies and seek support for design and funding.	OPR: GLCAC, Legislation OCR: NLC; ABE; UNLV; UNR	1994
4. Investigate potential federal sources of technical assistance or funding.	OPR: GLCAC, Legislation OCR: NLC; ABE	1994
5. Secure commitments from other agencies to support the design and funding of the study.	OPR: GLCAC, Legislation OCR: NLC; ABE	1994

GOAL 2 NEVADA LITERACY COALITION

OBJECTIVE 1: Obtain statutory status for Governor's Literacy Coalition Advisory Council and Nevada Literacy Coalition.

ACTION	WHO	BY WHEN
1. Obtain Governor's approval to conduct lobbying effort in support of statutory and funding status.	OPR: NLC OCR: GLCAC, Legislation	1992, 1994, 1996
2. Develop a plan to lobby the legislature.	OPR: NLC OCR: GLCAC, Legislation	1992, 1994, 1996
3. Develop a scope of work and prepare a budget in accordance with existing state directives to meet a two and four year plan.	OPR: NLC OCR: GLCAC, Legislation	1992,1994, 1996
4. Conduct lobbying effort at all necessary levels within the state and local agencies.	OPR: GLCAC, Legislation OCR: NSLA; NDE	1993, 1995, 1997

GOAL 2 NEVADA LITERACY COALITION

OBJECTIVE 2: Provide personal multi-lingual assistance to persons calling the statewide toll-free line.

ACTION	WHO	BY WHEN
1. Prepare a mission statement defining NLC's commitment to provide multi-lingual assistance in specific languages and the means to obtain this assistance.	OPR: NLC OCR: GLCAC, Instruction	1994
2. Explore the need for other languages throughout the state, and identify sources for assistance in those languages.	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates	annually
3. Increase the toll-free line to multi-lingual coverage.	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates	1994

GOAL 2 NEVADA LITERACY COALITION

OBJECTIVE 3: Provide a full-time literacy specialist position for training affiliates.

ACTION	WHO	BY WHEN
1. Seek funding for this position in the biennial budget.	OPR: NLC	1994
2. Seek alternative funding to support activities of the position.	OPR: NLC OCR: GLCAC, Legislation	1994
3. Explore the possibility of using higher education students to staff additional positions. NLC would supervise the individual to ensure that the educational goals of the student were met while serving in the position.	OPR: NLC OCR: UCCSN	1994

GOAL 2 NEVADA LITERACY COALITION

OBJECTIVE 4: Increase number of Literacy Coalition affiliates to include all literacy providers.

ACTION	WHO	BY WHEN
1. Define "Literacy Coalition Affiliates" in conjunction with existing state regulations and the National Literacy Act to include a definition broad enough to encompass all efforts geared toward literacy from all sectors of the state's population.	OPR: NLC OCR: ABE	1993
2. Identify all existing groups within the state that meet the definition and encourage affiliation.	OPR: NLC OCR: GLCAC; VISTA; Literacy affiliates	1994
3. Develop programs to support and retain affiliates.	OPR: NLC OCR: ABE; VISTA	1994

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GOAL 2 NEVADA LITERACY COALITION

OBJECTIVE 5: Develop a plan for paying coordinating staff of many community based organizations with public or private funds.

ACTION	WHO	BY WHEN
1. Determine which agencies are eligible for public funding.	OPR: NLC OCR: GLCAC, Legislation; ABE	1994
2. Determine "at-risk" programs and develop a support plan.	OPR: NLC OCR: ABE; VISTA	1994
3. Explore the potential of a public\private foundation to obtain and dispense funds to support staffs of CBOs.	OPR: NLC OCR: GLCAC, Legislation; ABE	1994
4. Encourage affiliation with local organizations in the public and private sectors as an alternative source of funding and support.	OPR: NLC OCR: Literacy affiliates	annual

GOAL 3 ADULT BASIC EDUCATION

OBJECTIVE 1: Obtain additional state funding for re-grant to community colleges and community based organizations.

ACTION	WHO	BY WHEN
1. Modify existing budget execution program to obtain 25% state match to federal funding on an annual instead of a bi-annual basis.	OPR: ABE OCR: GLCAC, Legislation	1994
2. Obtain state amendment to increase state funds matching from 25% to 50% for all federal re-grant programs.	OPR: ABE OCR: GLCAC, Legislation	1994

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GOAL 3 ADULT BASIC EDUCATION

OBJECTIVE 2: Increase staff support to meet demand for services at Nevada Department of Education for adult basic education (ABE) programs.

ACTION	WHO	BY WHEN
1. Define the current need programs that are not being filled due to lack of staff support.	OPR: ABE OCR: GLCAC, Legislation	1994
2. Define the staff support requirements to meet these needs including staff qualifications and hours required to support programs not currently being supported.	OPR: ABE OCR: GLCAC, Legislation	1994
3. Identify sources of manpower and funding for the position(s), and obtain staffing exceptions to current state employment restrictions and limitations.	OPR: ABE OCR: GLCAC, Legislation	1994
4. Explore alternative means of staffing for future growth.	OPR: ABE OCR: GLCAC, Legislation	1995

GOAL 3 ADULT BASIC EDUCATION

OBJECTIVE 3: Coordinate efforts with the Nevada Adult Education Association to increase support for Adult Basic Education.

ACTION	WHO	BY WHEN
1. Increase the number of joint meetings between NLC, Department of Education,and NAEA for the purposes of coordinating efforts to meet adult education goals by maximizing resources.	OPR: NLC; ABE OCR: NAEA; UCCSN	annually
2. Conduct a joint meeting between the Governor's Literacy Coalition Advisory Council, the NLC and NAEA with the goals of: obtaining legislative and executive support for literacy goals, insuring no duplication of effort, maximizing available state resources toward literacy goals.	OPR: NLC; ABE OCR: GLCAC; NAEA; UCCSN	annually
3. Coordinate lobbying efforts between NLC, Department of Education, and NAEA through cooperative understanding of roles and missions.	OPR: NLC; ABE OCR: GLCAC, Legislation; NAEA; UCCSN	1993, 1995, 1997
4. Take active leadership role in NAEA.	OPR: NLC; ABE, GLCAC, UCCSN	annually
5. Establish information exchange between agencies beginning with exchange of recurring publications, newsletters.	OPR: NLC OCR: GLCAC, PR; NAEA; UCCSN	1994

GOAL 3 ADULT BASIC EDUCATION

OBJECTIVE 4: Identify additional funding sources and assist eligible groups to apply, including provision of grant writing workshops.

ACTION	WHO	BY WHEN
1. Establish recurring procedure to monitor Federal Register and other federal agencies in a timely fashion for the purpose of identifying potential sources of funding.	OPR: NLC; ABE OCR: GLCAC, Legislation	1994
2. Compile a list of potential federal and private funding sources and maintain this list updated annually.	OPR: NLC; ABE OCR: GLCAC, Legislation	1994
3. Seek technical assistance from federal sources as well as other states within the United States to train literacy personnel in the types, locations and procedures to obtain funding for literacy programs and learning laboratories. (Goal #5)	OPR: NLC; ABE OCR: GLCAC, Legislation	1994
4. Develop a handbook to guide literacy providers in obtaining tax-exempt status, funding for local programs, and update handbook as required.	OPR: NLC; ABE OCR: GLCAC, Legislation; Literacy affiliates	1994
5. Train literacy affiliates in obtaining funding for local programs.	OPR: NLC; ABE OCR: GLCAC, Legislation; Literacy affiliates	1994

GOAL 4 STUDENT CAPACITY

OBJECTIVE 1: Tie into existing networks to identify at-risk families and potential adult learners.

ACTION	WHO	BY WHEN
1. Survey existing state and local agencies, private and semi-private facilities and any other source to define the existing networks.	OPR: NLC OCR: GLCAC; local school districts; Homeless Coalition, NDE	1994
2. Support efforts to develop a common data base within the state's social service structure to simplify access to state services. Include the ability to share data on individuals served by multiple social service agencies to better assist the public at need.	OPR: Department of Data Processing OCR: NLC	1996
3. Develop and adopt a referral policy among social services and obtain Governor's support to mandate referral among all social services agencies.	OPR: NLC OCR: GLCAC, Legislation	1996
4. Distribute directories of literacy programs and services to all point-of-service providers who have routine contact with people who may potentially require literacy assistance.	OPR: NLC	on-going
5. Share "success stories" with referral agencies to encourage support of the program throughout the entire state social service structure.	OPR: NLC OCR: GLCAC, PR; Literacy affiliates	1996

GOAL 4 STUDENT CAPACITY

OBJECTIVE 2: Increase the number of students served annually in volunteer programs by 25%. Increase the number of new tutors and literacy volunteers per year by 10% and encourage non-native English speakers to become tutors.

ACTION	WHO	BY WHEN
1. Determine, regardless of the literacy affiliates concerned, the approximate number of people within the state receiving some form of literacy assistance. The count should include, but not be limited to, college-level developmental and ESL students, offenders, local school district programs, CBOs, family literacy programs, workplace literacy programs, and religious sponsored literacy programs.	OPR: NLC; ABE OCR: Literacy affiliates	1994
2. Determine the capabilities of local literacy affiliates, and identify those that would be seriously impacted by an increase in students. Attempt to augment these programs with volunteers.	OPR: NLC OCR: Literacy affiliates	1995
3. Evaluate the 1990 census and projected areas of state population growth in order to augment or create a literacy affiliate where required.	OPR: NLC OCR: SDC	1993
4. Identify sources of recruitment for tutors based upon the specific needs defined in the Needs Assessment Study. (Goal #1)	OPR: NLC OCR: ABE	1995
5. Obtain a clear and concise legal evaluation of tutor liability and potential litigation involved in providing services by individual tutors, including any legal protection by state or federal statutes.	OPR: NLC OCR: ABE; Office of Attorney General	1993

GOAL 4 STUDENT CAPACITY

OBJECTIVE 3: Increase capacity of ABE classes offered by educational institutions.

ACTION	WHO	BY WHEN
1. Increase by 200, the number of students funded by Adult Basic Education money.	OPR: ABE; UCCSN OCR: SOICC	1994
2. Increase by 1400, the number of students successfully completing adult high school completion programs/GED requirements.	OPR: ABE OCR: Community colleges; adult high schools	1995
3. Survey the state community colleges and universities to determine the number of students with literacy deficiencies who are attending basic literacy skills courses or ESL courses not funded through ABE sources.	OPR: ABE OCR: NLC; UCCSN	1995
4. Identify graduates of these programs as a source of potential tutors for other students.	OPR: ABE; NLC OCR: UCCSN; adult high schools	1995

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GOAL 5 EXPANDED PROGRAM ACCESS

OBJECTIVE 1: Provide literacy self-instruction collections and computer programs in all Nevada public libraries.

ACTION	WHO	BY WHEN
1. Define target population needs, and gear collection toward the need. (Goal #1)	OPR: NLC OCR: LDD	1994
2. Inventory existing resources already available in the Nevada public libraries, and compile an inventory defining materials as current or obsolete. In conjunction, establish a method to measure the circulation of materials to determine use.	OPR: Public Libraries OCR: NLC; LDD	1995
3. Provide each library with a list of materials recommended for purchase; those available for loan from the NLC; vehicles to obtain funding to purchase materials and equipment to support computer-assisted training and audio-visual learning.	OPR: NLC; LDD OCR: Public Libraries	1995
4. Gear collections toward multi-lingual ESL in areas where the demographics indicate a variety of non-English language literacy training is required.	OPR: Public Libraries OCR: NLC; LDD	on-going
5. Provide training to library staffs in materials available, operation of equipment, and display techniques.	OPR: NLC; LDD OCR: Public Libraries	annually

GOAL 5 EXPANDED PROGRAM ACCESS

OBJECTIVE 2: Provide literacy training through television and distance learning.

ACTION	WHO	BY WHEN
1. Survey the equipment and service capabilities within literacy affiliates throughout the state to determine what currently is available in the form of hardware and videocassette recording capabilities. Determine what recurring and non recurring literacy training is available through public broadcasting, public access and satellite services..	OPR: NLC OCR: Public Libraries; Literacy Affiliates	1994
2. Investigate interactive tutor training.	OPR: NLC OCR: GLCAC, Instruction; NDE; NAEA	1994
3. Determine broadcast capability of closed circuit television within the state.	OPR: NLC OCR: GLCAC, Instruction	1994
4. Write, produce and distribute a standard VHS format literacy videocassette informing organizations and individuals of NLC, tutor training, literacy training, and how to give or get assistance.	OPR: GLCAC, PR OCR: NLC; PLUS; NDE; NAEA; UCCSN	1994
5. Develop and distribute a comprehensive bibliography of available audio-visual literacy training materials available for purchase or loan. (Goal #7)	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates	1994; update annually

GOAL 5 EXPANDED PROGRAM ACCESS

OBJECTIVE 3: Develop literacy resource centers with print and non-print media including computer learning laboratories.

ACTION	WHO	BY WHEN
1. Based upon the requirements and funding of the National Literacy Act, establish two literacy resources centers, one at NSLA and one in the Las Vegas Library, Main Branch. Provide training in operating equipment as accessing information.	OPR: NSLA	1994
2. Based upon a survey of existing print and non print media, establish information center for public libraries; CBOs; public/private institutions; business.	OPR: NLC OCR: GLCAC, Instruction	1994
3. Provide guidance to organizations in order to obtain funding to support learning laboratories. (Goal #3)	OPR: NLC; ABE OCR: GLCAC, Legislation	1995
4. Identify public and private sources of used/excess audio-visual and computer equipment for potential redistribution to learning laboratories and local literacy affiliate managed learning centers.	OPR: GLCAC, PR OCR: NLC	1995

GOAL 6 TRAINING

OBJECTIVE 1: Provide first-time and continued training for literacy providers at least once a year.

ACTION	WHO	BY WHEN
1. Define the requirements for literacy training and various means to meet training requirements for both initial and refresher training; include cost of training and sources of funding to offset cost for the literacy provider.	OPR: NLC; ABE OCR: GLCAC, Instruction	1994
2. Distribute schedule within the state specifying times and locations for first time training and when available, include the schedule for refresher training. Provide this schedule to all literacy affiliates to aid in their planning and recruiting.	OPR: NLC OCR: Literacy affiliates	monthly
3. Develop methods to obtain feedback when first-time literacy providers have completed training and provided 12 hours of instruction to a student, to determine the effectiveness of initial training and identify deficiencies in the initial training program.	OPR: NLC OCR: Literacy affiliates	1994
4. Develop training and mentoring programs to maximize training capabilities. For non-native speakers, define the degree of fluency, and any additional training that would be required. Where needed, train trainers to train parents as "first teachers" in pre-school family literacy programs. (Goal #10) For all trainers, include a block of instruction addressing student goal setting and referral agencies available to students for problems not literacy related. (Goal #8)	OPR: NSLA; NDE OCR: GLCAC, Instruction; UCCSN	1995
5. Maintain a master list of: training materials, approved course curriculum, and a cadre of trainers who can assist in conducting workshops, i.e., "Trained Trainers."	OPR: NLC OCR: ABE; Literacy affiliates	annually

GOAL 6 TRAINING

OBJECTIVE 2: Sponsor two statewide and three regional training conferences per year.

ACTION	WHO	BY WHEN
1. Conduct two statewide training conferences, one in the north portion of the state and one in the south, for the purpose of: distributing standardized training information, discussing innovations in training, reviewing existing training programs for possible revision and developing future plans/goals.	OPR: NLC; ABE OCR: NAEA (spring conference)	semi-annually
2. Include a public relations meeting at each statewide training conference.	OPR: GLAC, PR OCR: NLC; PLUS; Public Relations Society of America, Nevada Chapters	1994
3. Conduct regional training conferences in three separate geographical areas to provide: refresher training for certified tutors, workshop training, and information on current and new training materials available.	OPR: NLC; ABE OCR: Literacy affiliates	1994
4. Schedule these conferences in conjunction with planned annual refresher training and if possible, schedule conferences to coincide with recognized state or national education or literacy public relations programs.	OPR: NLC; ABE OCR: GLCAC, PR; PLUS; NAEA; International Reading Association	1994
5. Specify costs for these conferences in annual budget.	OPR: NLC; ABE	1994

GOAL 6 TRAINING

OBJECTIVE 3: Provide staff development through onsite consultations.

ACTION	WHO	BY WHEN
1. Define specific goals of onsite consultation, determine the number of consultations required and frequency of consultations using the Needs Assessment Study.	OPR: NLC; ABE OCR: Literacy affiliates	1995
2. Develop a cadre of trained individuals who can conduct onsite consultations, and assist in implementation.	OPR: NLC; ABE	1994
3. Specify travel costs and consultant fees for these onsite consultations in the annual budget.	OPR: NLC; ABE	annual
4. Include staff development feedback as a specific item in the NLC newsletter.	OPR: NLC	1994

GOAL 6 TRAINING

OBJECTIVE 4: Implement certification requirements for tutors.

ACTION	WHO	BY WHEN
1. Define the term "tutor competency" and include a measurement requirement in the definition.	OPR: GLCAC OCR: ABE; Literacy affiliates; UCCSN; NLC	1994
2. Develop a competency-based assessment to allow individuals who are qualified to bypass certain aspects of training and be certified as a tutor. Include a means to remediate some skills identified as needing improvement in the assessment, prior to certification.	OPR: NLC OCR: ABE; Literacy affiliates; UCCSN	1994
3. Review existing certification programs and develop a list of state recognized certification programs and distribute to all literacy affiliates.	OPR: GLCAC, Instruction OCR: NLC; ABE; UCCSN	1995
4. Explore developing a self-administered measurement for the tutor to complete after attending refresher training.	OPR: NLC OCR: GLCAC, Instruction; ABE; Literacy affiliates; UCCSN	1995
5. Implement a tutor-recognition program to encompass literacy affiliates. (Goal #7)	OPR: GLCAC, PR OCR: GLCAC, Instruction; NLC; Literacy affiliates; UCCSN	1995

GOAL 6 TRAINING

OBJECTIVE 5: Develop a directory of trainers including retired and active teachers available to provide tutor training.

ACTION	WHO	BY WHEN
1. Define categories within the directory; identify tutors with specific qualifications, (ESL, basic literacy, classroom) and special qualifications, (GED, assessment, family literacy). Maintain the data base at NLC and update annually. (Goal #4)	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates	1994
2. Define potential sources of recruitment of tutors, including professional associations, honorary societies, community service organizations.	OPR: NLC OCR: GLCAC, Instruction; GLCAC, PR; Literacy affiliates	1994
3. Develop a program for high school, community college and university students to receive credit for serving as tutors and participating in school sponsored literacy programs conducted during off-school hours.	OPR: NLC OCR: NDE; UCCSN	1995
4. Provide literacy training information directly to these organizations. (Goal #4, Goal #7)	OPR: GLCAC, PR OCR: GLCAC, Instruction	1994

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GOAL 7 PUBLIC INFORMATION

OBJECTIVE 1: Publish regularly updated statewide directory of literacy programs and services.

ACTION	WHO	BY WHEN
1. Survey existing literacy affiliates to determine what services are being provided. (Goal #2)	OPR: NLC OCR: GLCAC, PR; Literacy affiliates	annually
2. Integrate this data base with the statewide directory of trainers and update on an annual basis. (Goal #6)	OPR: NLC OCR: GLCAC, PR; Literacy affiliates	annually

GOAL 7 PUBLIC INFORMATION

OBJECTIVE 2 Work with public relations groups statewide to promote Nevada's literacy efforts.

ACTION	WHO	BY WHEN
1. Conduct public relations meetings at the two statewide training conferences. (Goal #6)	OPR: GLCAC, PR OCR: NLC; PLUS; Public Relations Society of America, Nevada Chapters	1993
2. Review the goals of PLUS to ensure that they are consistent with literacy programs within the state.	OPR: GLCAC, PR OCR: NLC; PLUS	1993
3. Provide public relations groups with the NLC newsletter.	OPR: NLC	1994

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GOAL 7 PUBLIC INFORMATION

OBJECTIVE 3: Increase visibility and name recognition of Nevada Literacy Coalition and local program affiliates.

ACTION	WHO	BY WHEN
1. Integrate Governor's Literacy Coalition Advisory Council activities into the public relations programs of related state agencies.	OPR: NLC OCR: GLCAC, PR; UCCSN	1994
2. Provide prominent literacy information for all school and public libraries in the state.	OPR: NLC OCR: GLCAC, PR; LDD	on-going
3. Provide prominent literacy information in such areas as casino employment offices, state social service offices, churches, hospitals, law enforcement agencies. (Goal #4)	OPR: NLC OCR: GLCAC, PR; GLCAC, Workplace	1994
4. Provide videocassette in VHS format to agencies requesting information on literacy programs within the state. (Goal #5)	OPR: NLC OCR: GLCAC, PR; PLUS	1994
5. Formalize a tutor recognition program. (Goal #6)	OPR: NLC OCR: GLCAC, Instruction; GLCAC, PR	1994

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GOAL 7 PUBLIC INFORMATION

OBJECTIVE 4: Develop a speakers' bureau to inform service organizations, business and communities of literacy needs.

ACTION	WHO	BY WHEN
1. Identify literacy providers throughout the state who are available to speak on behalf of the literacy efforts within the State of Nevada.	OPR: NLC OCR: ABE; GLCAC, PR; Literacy affiliates	1994
2. Maintain this database at NLC with the list of literacy affiliates and certified trainers.	OPR: NLC OCR: ABE; GLCAC, PR	1994
3. Contact local Chambers of Commerce, Speakers Bureaus, Toastmasters, and all service organizations to arrange speaking engagements.	OPR: NLC OCR: GLCAC, PR	1994

GOAL 8 COORDINATION AND COOPERATION

OBJECTIVE 1: Establish standard student performance indicators.

ACTION	WHO	BY WHEN
1. Survey literacy affiliates to determine what, if any, student performance indicators are being used.	OPR: NLC OCR: GLCAC, Instruction; ABE; Literacy affiliates	1996
2. Survey federal agencies to determine what national indicators are available.	OPR: NLC OCR: GLCAC, Instruction	1996
3. Survey business associations, trade unions and the casino and mining industries in the state to determine what training performance indicators are being used.	OPR: NLC OCR: GLCAC, Workplace	1996
4. Contact university literacy centers/reading labs for assistance in completing this study.	OPR: NLC OCR: UNR; UNLV	1995
5. Compile a list of student performance indicators that apply to literacy training.	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates	1996

GOAL 8 COORDINATION AND COOPERATION

OBJECTIVE 2: Develop a centralized database of statistical data.

ACTION	WHO	BY WHEN
1. Determine the elements of a data base to be shared between the NLC and the Department of Education based upon the Needs Assessment Study and reports mandated by the state and federal government,	OPR: NLC; ABE OCR: Department of Data Processing	1996
2. Define the contents of the database including computer equipment which would access the data base. Determine if a computer program with acceptable parameters currently exists with state or federal resources and available as public domain.	OPR: NLC; ABE OCR: Department of Data Processing	1996
3. Write a concise statement of work for a contractor to design a database capable of supporting the requirement of a statistical data base, if necessary.	OPR: NLC; ABE OCR: Literacy affiliates	1996
4. Determine source of funding to develop the program.	OPR: NLC; ABE OCR: GLCAC, Legislation	1996
5. Advertise, select and monitor the development and installation of the program to ensure that it meets multiple taskings, data retrievals and reporting parameters.	OPR: NLC; ABE	1996

GOAL 8 COORDINATION AND COOPERATION

OBJECTIVE 3: Develop student portfolios.

ACTION	WHO	BY WHEN
1. Determine necessary information and develop an intake form which will provide necessary information concerning the student, taking into account potential student confidentialities.	OPR: NLC OCR: Literacy affiliates	1995
2. Develop a simple, concise student portfolio which is maintained by the tutor, to include the intake information, student performance indicators, and any other relevant documentation of student's progress. Include an area specifically targeted at the student's plans to meet personal and professional goals.	OPR: NLC OCR: Literacy affiliates	1995
3. Gear all NLC requests for student information to the same format as the portfolio to encourage use by literacy affiliates.	OPR: NLC OCR: Literacy affiliates	1995
4. Provide training in methods to observe, interpret, and plan instruction, based on the student portfolio. (Goal #6)	OPR: NLC OCR: GLCAC, Instruction; UCCSN	1995
5. Provide materials for student portfolios free of charge to all literacy affiliates, and include costs in budget requests.	OPR: NLC	1995

GOAL 8 COORDINATION AND COOPERATION

OBJECTIVE 4: Facilitate interagency cooperation, collaboration and coordination of resources.

ACTION	WHO	BY WHEN
1. Identify those agencies which can assist in literacy student recruitment. Determine what type of services these agencies can provide to students. (Goal #4)	OPR: NLC OCR: GLCAC, PR; UCCSN; SOICC	1995
2. Make other state and local agencies aware of literacy goals. (Goal #7)	OPR: NLC OCR: GLCAC, PR; UCCSN; SOICC	1995
3. Provide the NLC newsletter to appropriate state and local social service agencies. (Goal #4, Goal #7)	OPR: NLC OCR: GLCAC, PR	1995

GOAL 8 COORDINATION AND COOPERATION

OBJECTIVE 5: Develop plans with students for their continued education and employment opportunities.

ACTION	WHO	BY WHEN
1. Train tutors to assist students to develop goals and educational plans which are then documented in student portfolios. (Goal #6)	OPR: NLC OCR: GLCAC, Instruction and Workplace; ABE; Literacy affiliates; SJTO	1995
2. Identify sources of educational and employment training and develop a referral process to meet the needs of the literacy student. (Goal #4)	OPR: NLC; ABE OCR: GLCAC, Workplace; SJTO; SOICC; UCCSN; ESD	1995
3. Provide sources of educational and employment information as a specific item in the NLC newsletter, updated on an annual basis.	OPR: NLC OCR: GLCAC, Workplace; SJTO; SOICC; UCCSN; ESD	1995

GOAL 9 WORKPLACE LITERACY

OBJECTIVE 1: Identify and define the different types of literacy supported in the workplace.

ACTION	WHO	BY WHEN
1. Gather and review existing survey results regarding employer satisfaction related to employee basic literacy skill levels.	OPR: NLC; ESD OCR: GLCAC, Workplace; SJTO; SOICC	1995
2. Initiate a referral program for workplace literacy.	OPR: NLC; ESD OCR: GLCAC, Workplace; UCCSN	1995
3. Determine programs which are meeting the needs of the workforce, and develop a checklist based upon the common tenets of these successful programs.	OPR: NLC OCR: GLCAC, Workplace; SJTO; ESD; UCCSN	1996
4. Assist business in developing in-house literacy training, to include, but not limited to, tutor training and location of training materials.	OPR: NLC OCR: GLCAC, Workplace; UCCSN	1996

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GOAL 9 WORKPLACE LITERACY

OBJECTIVE 2: Develop grant proposals for funding to develop workplace literacy programs.

ACTION	WHO	BY WHEN
1. Assist CBOs and associated businesses in developing cooperative literacy programs through sharing of materials and training expertise.	OPR: NLC; ABE OCR: GLCAC, Workplace; Literacy affiliates	1995
2. Assist CBOs in obtaining funding to support workplace literacy. (Goal #3)	OPR: NLC; ABE	1995

GOAL 9 WORKPLACE LITERACY

OBJECTIVE 3: Refer business and industry clients to public or private contractors as necessary.

ACTION	WHO	BY WHEN
1. Provide business and industry with criteria for an effective literacy program. Assist them in developing a concise definition of their specific literacy requirement.	OPR: NLC OCR: GLCAC, Workforce; UCCSN	1995
2. Assist business and industry in obtaining qualified assistance through use of the state database of qualified literacy tutors. (Goal #6)	OPR: NLC OCR: GLCAC, Workforce; UCCSN	1995
3. Provide business and industry with the certification criteria for tutors and the measurement criteria for students. (Goal #6, Goal #8)	OPR: NLC OCR: GLCAC, Workforce; UCCSN	1995
4. Identify for business and industry any source of funding, either through private, state or federal sources, to assist in developing specific workplace literacy programs.	OPR: NLC OCR: GLCAC, Workforce	1995

GOAL 9 WORKPLACE LITERACY

OBJECTIVE 4: Coordinate activities with state and local workforce agencies through client referral to improve the quality of Nevada's labor force.

ACTION	WHO	BY WHEN
1. Assist business, industry and the state and local workforce agencies in simplifying the referral process. (Goal #4)	OPR: NLC OCR: GLCAC, Workplace	1995
2. Provide all referral agencies within the state with information regarding literacy training. (Goal #7)	OPR: NLC OCR: GLCAC, PR; GLCAC, Workplace	1995
3. Establish a policy of 3 days from client referral to identification of literacy affiliate.	OPR: NLC	1994

GOAL 9 WORKPLACE LITERACY

OBJECTIVE 5: Support business efforts to strengthen the connection between education and work.

ACTION	WHO	BY WHEN
1. Actively respond to business requests for materials, training or information. (Goal #7)	OPR: NLC OCR: GLCAC, PR; GLCAC, Workplace	on-going
2. Support and participate in programs and organizations such as Junior Achievement, Nevada Cooperative Extension Service, Partners in Education and Chambers of Commerce to ensure a literate workforce.	OPR: NLC OCR: GLCAC, Workplace; ABE	1995

GOAL 9 STUDENT CAPACITY

OBJECTIVE 6: Increase literacy groups based in the workplace by 10 per year.

ACTION	WHO	BY WHEN
1. Demonstrate to business, through "success stories" and statistical statewide reporting in NLC newsletter and partnership in professional organizations, the effectiveness of literacy training in the workplace.	OPR: NLC OCR: GLCAC, PR	quarterly
2. Target small businesses of less than 25 employees, to ensure that training materials are easily available to these small businesses who have limited funds and time available for literacy training.	OPR: NLC OCR: GLCAC, Workplace	1994
3. Assist in merging literacy affiliates and local businesses in a support environment. (Goal #2)	OPR: NLC OCR: GLCAC, Workplace; VISTA; Literacy affiliates	annually

GOAL 10 FAMILY LITERACY

OBJECTIVE 1: Adopt a statewide definition of family literacy.

ACTION	WHO	BY WHEN
1. Define "family literacy" using the National Literacy Act and other appropriate literacy, education, and social service directives.	OPR: NLC OCR: GLCAC; ABE; Nevada Cooperative Extension Service	1993
2. Develop models of family literacy, guidelines for developing literacy activities within the family using the definition.	OPR: NLC OCR: GLCAC, Instruction; Nevada Cooperative Extension Service	1994
3. Define a recommended list of materials which will meet the family literacy goals.	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates; Nevada Cooperative Extension Service	1994

GOAL 10 FAMILY LITERACY

OBJECTIVE 2: Develop programs to train and support parents to become effective "first teachers" for their children.

ACTION	WHO	BY WHEN
1. Define "parenting skills" as they apply to literacy, and identify several measurement criteria to assist parents in evaluating their own literacy skills. (Goal #2)	OPR: NLC OCR: GLCAC, Instruction; Literacy affiliates; Nevada Cooperative Extension Service	1994
2. Identify at-risk families. (Goal #2)	OPR: NLC OCR: GLCAC, Instruction; Nevada Cooperative Extension Service	1994
3. Identify and train trainers where required to train parents as "first teachers." (Goal #6)	OPR: Literacy affiliates OCR: NLC; Nevada Cooperative Extension Service	1995

GOAL 10 FAMILY LITERACY

OBJECTIVE 3: Expand pre-school reading programs in cooperation with public libraries and community pre-schools.

ACTION	WHO	BY WHEN
1. Identify all licensed child care facilities and family care homes.	OPR: NLC OCR: GLCAC, Instruction; NDE; Literacy affiliates; Nevada Cooperative Extension Service; State Child Care Licensing Bureau	1994
2. Provide these institutions with a list of pre-school reading materials available for purchase or loan.	OPR: NLC OCR: Nevada Cooperative Extension Service	1994
3. Provide these institutions with a list of literacy affiliates and a list of certified literacy tutors within their service area to support a literacy program.	OPR: NLC OCR: ABE; Nevada Cooperative Extension Service	1994
4. Assist any pre-school child care facilities in developing a literacy program to include obtaining any state or federal funding support. (Goal #2)	OPR: NLC OCR: GLCAC, Instruction; NDE; Nevada Cooperative Extension Service	1994
5. Expand the public library collections to include pre-school learning materials.	OPR: NLC OCR: LDD; Public Libraries; Nevada Cooperative Extension Service	1994

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GOAL 10 STUDENT CAPACITY

OBJECTIVE 4: Establish or expand 10 new family literacy programs per year.

ACTION	WHO	BY WHEN
1. Make family literacy training available to all non-native speaking tutors. (Goal #6)	OPR: NLC OCR: ABE; Literacy affiliates	1994
2. Address family literacy in all NLC newsletters.	OPR: NLC	1994
3. Facilitate interagency cooperation and collaboration.	OPR: NLC OCR: Nevada Cooperative Extension Service; Human Services; Literacy affiliates; Public libraries	1994
4. Explore ways to reimburse the cost of materials and training for CBOs that initiate a family literacy program and complete at least 40 hours of training for a family, and assist CBOs in grant writing efforts. (Goal #3)	OPR: NLC OCR: GLCAC, Legislation; Literacy affiliates	1994

GOAL 11 INSTITUTIONAL LITERACY

OBJECTIVE 1: Develop an expanded definition of institutions for funding purposes.

ACTION	WHO	BY WHEN
1. Define the term "institution" using the National Literacy Act, the Nevada Adult Basic Education Plan and other state and federal legislation to encompass all of those institutions which are eligible for funding to support literacy programs within the institutions.	OPR: ABE; Dept of Prisons; Dept of Parole and Probation OCR: NLC; Human Services	1994
2. Compile a list of institutions within the state that meet the expanded definition.	OPR: ABE OCR: NLC; Dept of Prisons; Human Resources; Dept of Parole and Probation	1994

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GOAL 11 INSTITUTIONAL LITERACY

OBJECTIVE 2: Identify funding sources and encourage eligible groups to apply for grants and to provide literacy services.

ACTION	WHO	BY WHEN
1. Compile a list of available programs, grants, or other forms of assistance which are available to institutions to develop and support literacy programs.	OPR: NLC OCR: GLCAC, Legislation; ABE	1995
2. Provide technical assistance to institutions in defining their literacy needs, determining costs, and obtaining funding to support programs.	OPR: NLC OCR: ABE	1995
3. Identify literacy affiliates in the geographical area of the institution, if any, which may assist in training and consultation.	OPR: NLC OCR: Literacy affiliates	1995

GOAL 11 INSTITUTIONAL LITERACY

OBJECTIVE 3: Coordinate programs funded for prisons through the National Literacy Act.

ACTION	WHO	BY WHEN
1. Identify correctional agencies eligible for funding through the National Literacy Act.	OPR: Department of Prisons, Department of Parole and Probation OCR: NLC; ABE	1994
2. Inform eligible correctional agencies about the amounts and types of funding, and requirements to obtain and use the funds.	OPR: Department of Prisons; Department of Parole and Probation OCR: ABE	1994
3. Monitor programs through onsite consultation to ensure compliance.	OPR: Department of Prisons; Department of Parole and Probation OCR: ABE	annual

GLOSSARY

ABE	ADULT BASIC EDUCATION/DEPARTMENT OF EDUCATION
CBO	COMMUNITY BASED ORGANIZATION
ESD	EMPLOYMENT SECURITY DEPARTMENT
ESL	ENGLISH AS A SECOND LANGUAGE
GED	GENERAL EDUCATION DEVELOPMENT
GLCAC	GOVERNOR'S LITERACY COALITION ADVISORY COUNCIL
INSTRUCTION	INSTRUCTIONAL SERVICES COMMITTEE
LEGISLATION	LEGISLATION AND FUNDING COMMITTEE
PR	PUBLIC RELATIONS COMMITTEE
WORKPLACE	WORKPLACE COMMITTEE
LDD	LIBRARY DEVELOPMENT DIVISION
NAEA	NEVADA ADULT EDUCATION ASSOCIATION
NDE	NEVADA DEPARTMENT OF EDUCATION
NLC	NEVADA LITERACY COALITION/NEVADA STATE LIBRARY AND ARCHIVES
NSLA	NEVADA STATE LIBRARY AND ARCHIVES
OCR	OFFICE OF COLLATERAL RESPONSIBILITY (SECONDARY AGENCY)
OPR	OFFICE OF PRIMARY RESPONSIBILITY (LEAD AGENCY)
PLUS	PROJECT LEARNING UNITED STATES
SDC	STATE DATA CENTER/NEVADA STATE LIBRARY AND ARCHIVES
SOIIC	STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE
SJTO	STATE JOB TRAINING OFFICE
UCCSN	UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
UNLV	UNIVERSITY OF NEVADA, LAS VEGAS
UNR	UNIVERSITY OF NEVADA, RENO
VISTA	VOLUNTEERS IN SERVICE TO AMERICA